

Directions for entering a CS-129 Establishment/Activate Request

1. Log into the CS-129 website as an Appointing Authority, click on **Begin a New Request** and click **Continue**.
2. In "Type of Position Action Request", select **Establish/Activate** from the drop down.
3. If applicable check **Yes** for Selective Position Requirement (SPR), Pre-approved Class, and/or P-Rate.
4. Click **Continue**.

The screenshot shows the 'Department of Civil Service' website. The header includes the Michigan.gov logo and navigation links. The main content area is titled 'Complete the applicable fields below, then click "Continue"'. Below this, there is a form with the following fields:

- Type of Position Action Request:** A dropdown menu with 'Establish/Activate' selected.
- Selective Position Requirement (SPR):** A checkbox labeled 'Yes'.
- Preapproved Class:** A checkbox labeled 'Yes' with a link to 'Listing of Preapproved Classes'.
- P-Rate:** A checkbox labeled 'Yes'.
- Incumbent Employee ID #:** A text input field with a note: 'Not applicable to Establish/Activate, Reclassify/Vacant, and Update/Vacant actions'.

A 'Continue' button is located at the bottom right of the form.

5. In "Process Level" select the appropriate **Process Level** from the drop down.
6. Enter the **Direct Supervisor Code** and click **Continue**.

The screenshot shows the 'Department of Civil Service' website. The header includes the Michigan.gov logo and navigation links. The main content area is titled 'Complete all fields below, then click "Continue"'. Below this, there is a form with the following fields:

- Process Level:** A dropdown menu with '1901, CIV SERV CENTRAL OFFICE' selected.
- Direct Supervisor Code:** A text input field with '1901DIRA01' entered.

A 'Continue' button is located at the bottom right of the form.

7. In "Department Code", choose the appropriate **Department Code**.
8. Enter **Bureau** name (optional), **Division/Office** name (optional) and click **Continue**.

The screenshot shows the 'Department of Civil Service' website. The header includes the Michigan.gov logo and navigation links. The main content area is titled 'Complete the fields below, then click "Continue"'. Below this, there is a form with the following fields:

- Department Code:** A dropdown menu with '64100, HRS-ADMIN' selected.
- Bureau:** A text input field with 'OHRM' entered.
- Division/Office:** A text input field.

A 'Continue' button is located at the bottom right of the form.

9. Verify Direct Supervisor Name, HRMN Class and Level and click **Continue**.

10. List all subordinate position codes (if applicable) and click **Continue**.

Department of Civil Service | Michigan.gov | The Official State of Michigan Website

Michigan.gov Home | MDCS Home | Contact MDCS

Complete the fields below and click "Continue"

Required for establishment of Manager Positions.

List All Subordinate Position Codes:

Position Code	Position Code	Position Code	Position Code	Position Code

Please enter any additional Subordinate information in the comments section.

Continue

11. Verify 2nd Line Supervisor Name, HRMN class and level and click **Continue**.
12. In "Proposed HRMN Position Description..." select the appropriate **HRMN Position Description, Grade, Pay Schedule and Union** from the drop down.
13. Enter **Proposed Effective Date**.
14. If applicable, select appropriate **Subclass Code** from drop-down menu.
15. If establishing a Manager or Specialist see additional directions.
16. Click **Continue**.

Complete the applicable fields below, then click "Continue"

Required

Proposed HRMN Position Description, Grade, Pay Schedule, Union:

Proposed Effective Date:

Subclass Code(s):
[Subclass Code Descriptions](#)
You may choose up to four.

If establishing or reclassifying a manger or specialist position, click the appropriate check box

Specialist Position? Yes ☐

Manager Position? Yes ☐
 Group 3 Managers only

Continue

17. Enter notes in the **Appointing Authority Comments** field.
18. Verify your name in the **Prepared By** and **Electronic Signature** field. Verify today's date.
19. Enter your **Phone Number** and click **Submit and Continue**.

Complete the fields below and click "Continue"

Appointing Authority's Comments:

Prepared by: Last First

Date:

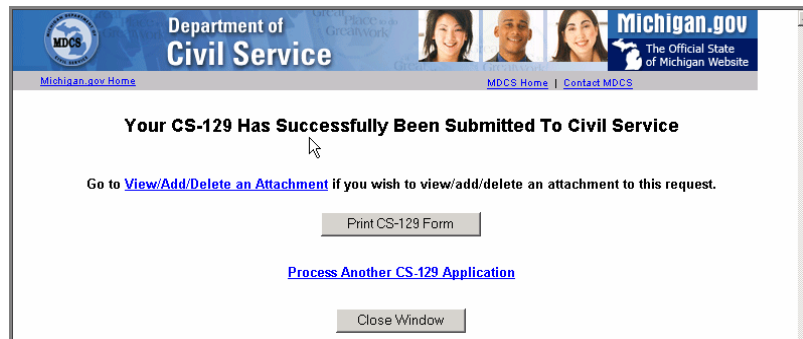
Phone Number: Extension:

Electronic Signature of Appointing Authority:

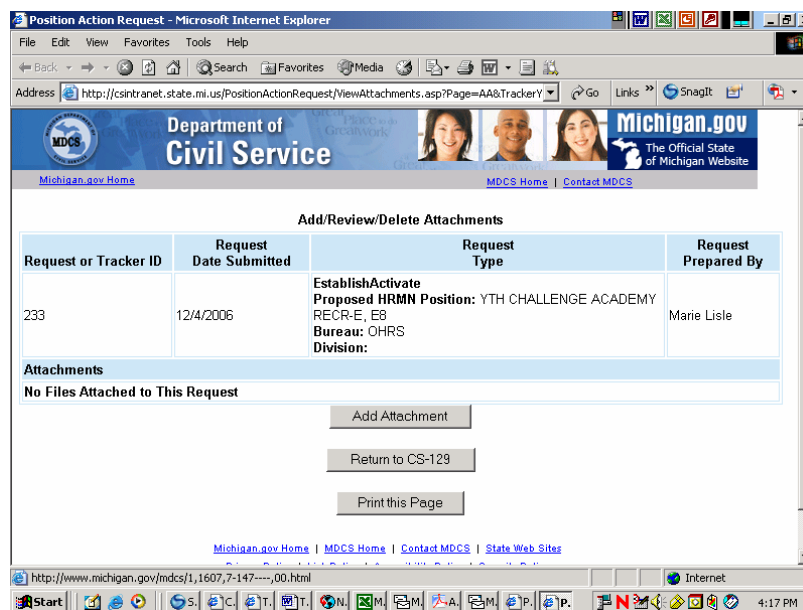
Date Submitted:

Submit and Continue

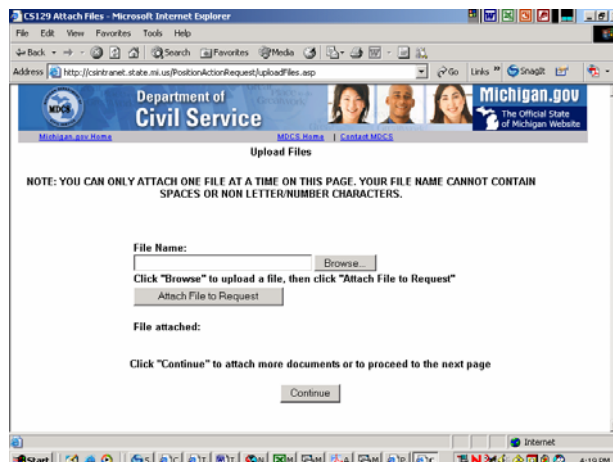
20. Review all information carefully and make any necessary changes.
21. Click **Submit Action to Civil Service**.
22. Click on **View/Add/Delete an Attachment** to attach all documentation, i.e. Position Description (CS-214) and supporting rational.



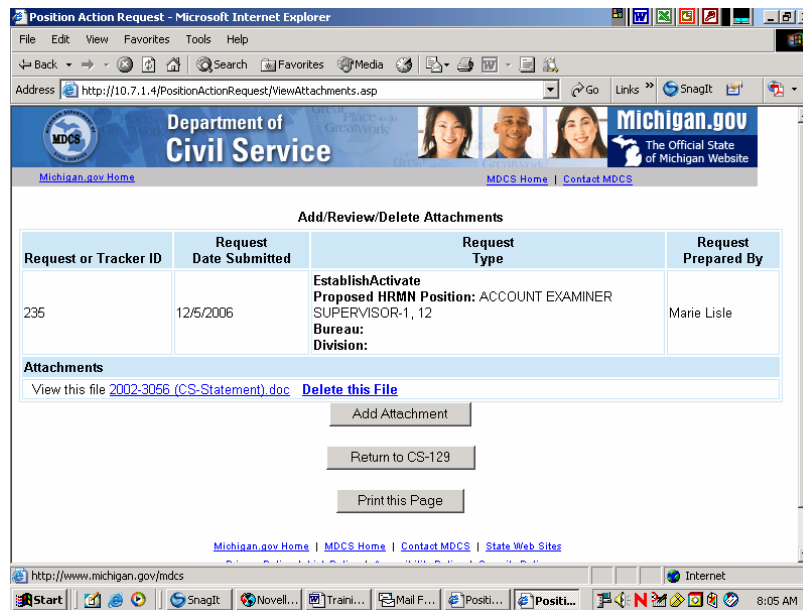
23. Click on **Add Attachment**.



24. Click on **Browse...** to locate and select a document.
NOTE: Your file name can not contain spaces or symbols.
25. Click on **Attach File to Request**.
26. Click **Continue**.



27. If you need to attach additional documents, click on **Add Attachment** and repeat items 24, 25 and 26.
28. If you would like to view the attachment, you must wait 5 minutes before clicking on the document name. To delete an attachment, click **Delete this File** next to the file you wish to remove.



29. When finished attaching documents, click on **Return to CS-129**.
30. Click on Close Window or Start a New CS-129.